

Sample Letter to the

Supplemental Nutrition Assistance Program (SNAP) or Temporary Family Assistance (TFA) Office FROM THE SCHOOL FOOD AUTHORITY

[insert date]

Dear [insert name]:

The receipt of SNAP benefits or TFA automatically qualifies children for free school meals. SNAP and the TFA regulations permit SNAP and TFA offices to release eligibility information to administrators of the National School Lunch Program (NSLP) and School Breakfast Program (SBP) to ensure that only eligible children receive free meal benefits.

Enclosed is a listing of approved free meal applicants who have been selected for verification and who have indicated that the child for whom the application was made received SNAP and/or TFA benefits at the time of application. On the enclosed listing, please indicate if these household members participated in the SNAP and/or TFA programs at any time during the dates listed on the following page. This information will only be used to confirm the approved applicant's eligibility for free meal benefits.

Your return of the listing by [insert date] is appreciated. A self-addressed return envelope is enclosed for your convenience.

Thank you for your assistance. If you have any questions or need additional information, please contact [insert name] at [insert telephone number].

Sincerely,

[insert name and title]

Enclosure (Verification Form – SNAP/TFA Recipients)

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Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

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For more information, visit the CSDE's [Verification](#) Web page or contact the [school nutrition programs](#) staff in the CSDE Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457.

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